

CITY OF ALPINE
REQUEST FOR PUBLIC INFORMATION

Information should be submitted to the City's Public Information Officer via mail, fax, in person, or email.

Margaret "Molly" Taylor
City Secretary
100 North 13th Street
Alpine, Texas 79830
432-837-3301 (Phone)
432-837-2044 (Fax)
city.secretary@ci.alpine.tx.us

Please print legibly or type the following information:

Date of Request: _____

Name of person requesting information: _____

Name of company (if applicable): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: _____ Alt. phone number: _____

Fax: _____ Email Address: _____

Please detail your request below, providing as much information as possible, i.e.: names, documents, locations, dates. You may attach additional sheets if needed.

For Internal Use Only

Request Forwarded To: _____ on ____ / ____ / ____

Authorization: _____

Information Made Available/Received By: _____
on ____ / ____ / ____

CITY OF ALPINE PUBLIC INFORMATION REQUEST FORM A

FINAL BILL

Requestor Name and/or Address: _____

Public Information Request Reference No. _____

Costs are determined by the Texas Administrative Code §70.3.

Standard paper copy (\$0.10 per page for requests of more than 50 pages)	
Non-standard copy (diskette, CD-RW, VHS, audio cassette, oversize or specialty paper, etc.)	
Labor charge, \$15.00 per hour for request more than 50 pages (actual cost of locating, compiling, manipulating and reproducing public information)	
Programming Fee, \$28.50 per hour	
Overhead, applicable when there is a labor charge (20 % of labor and/or programming)	
Other (postage, copies modified for inspection, microfiche, etc.)	
Total	

Send payment of \$ _____ to the City of Alpine Public Information Officer (100 North 13th Street, Alpine Texas 79830) made **payable to the City of Alpine**. Failure to remit payment can result in the withholding of future requested documents, as specified in TAC §70.7(f)1-2.

Prepared by: _____ Date: _____

**CITY OF ALPINE PUBLIC INFORMATION
REQUEST FORM B**

ESTIMATED CHARGES FORM (COPIES REQUESTED)

Date: _____

Dear _____:

We are in receipt of your request for public information. It was given reference No. _____.

We have determined that the charges to comply with your request will exceed \$40.00. Therefore, the following statement is provided pursuant to §552.2615 of the Government Code, and §70.7 of the Office of the Attorney General cost rules.

Costs are determined by the Texas Administrative Code §70.3.

Standard paper copy (\$0.10 per page for requests of more than 50 pages)	
Non-standard copy (diskette, CD-RW, VHS, audio cassette, oversize or specialty paper, etc.)	
Labor charge, \$15.00 per hour for request more than 50 pages (actual cost of locating, compiling, manipulating and reproducing public information)	
Programming Fee, \$28.50 per hour	
Overhead, applicable when there is a labor charge (20 % of labor and/or programming)	
Other (Postage, copies modified for inspection, microfiche, etc.)	
Total	

Your request will be considered automatically withdrawn if you do not notify us in writing and within (10) ten business days from the date of this statement that you:

- a. Accept the charges and agree to pay;
- b. Modify your request. (If you choose to inspect the records first, it is considered a modification, not a new request. If you choose to inspect the information, you will be able to take notes);
- c. Have sent to the Texas Attorney General a complaint alleging that you have been overcharged.

You may choose to respond by email, fax, regular mail, or by dropping by your written response in person at our offices to:

Margaret "Molly" Taylor
City Secretary
100 North 13th Street
Alpine, Texas 79830
432-837-3301 (Phone)
432-837-2044 (Fax)
city.secretary@ci.alpine.tx.us

Please note that no work will be undertaken until we receive your written response to this itemized statement.

If you have any questions, please call the Public Information Officer directly at (432) 837-3301.

Prepared by: _____ Date: _____

CITY OF ALPINE PUBLIC INFORMATION

REQUEST FORM C

ESTIMATED CHARGES (REQUEST FOR INSPECTION THAT QUALIFIES FOR CHARGES BECAUSE CONFIDENTIAL INFORMATION IS MIXED WITH PUBLIC INFORMATION)

Date: _____

Dear _____:

We are in receipt of your request for public information, received on _____. It was given reference No. _____. We have reviewed the information you requested to inspect. Some of the information contained in these documents is confidential and must be redacted before you can inspect it. The law allows a governmental body to make copies of pages where confidential information is mixed with releasable information. A governmental body is allowed to charge for said copies.

In accordance with Texas Government Code, Section 552.271(b), the charges for this inspection would be as follows:

Copies, Approx. _____ redacted pages at \$.10 per page \$ _____
Estimated Total for Inspection \$ _____

THIS AMOUNT MUST BE PAID BEFORE YOU WILL BE ABLE TO INSPECT THE COPIES. Please note that a deposit of 50 % will also be required before work is started if the above amount is over \$100.

If after you inspect the records, if you choose to receive copies of this information, the below labor and overhead charges will be allocated to the number of pages you take. Although labor charges generally apply to requests for more than 50 pages, please note that if the records were in off-site storage, charges are applicable even if there are fewer than 50 pages.

Copies, unredacted pages, approx. _____ at \$.10 per page \$ _____
Labor _____ hours @ \$15 per hour \$ _____
Overhead, Labor Total x .20 \$ _____
ESTIMATED TOTAL IF COPIES TAKEN \$ _____

Payment will be required before copies are taken/delivered.

Your request will be considered withdrawn if you do not reply in writing and within ten (10) business days from the date of this letter, that:

- a. You accept the charges and agree to pay them should you want to take copies;
b. You modify your request.
c. You have sent a complaint the Office of the Attorney General regarding the charges.

If you have any questions, please call the Public Information Officer at (432) 837-3301.

Prepared by: _____ Date: _____

CITY OF ALPINE PUBLIC INFORMATION

REQUEST FORM D

ESTIMATED CHARGES (REQUEST FOR INSPECTION THAT DOES NOT QUALIFY FOR CHARGES UNDER SECTION 552.271 OR 552.272)

Date: _____

Dear _____:

We are in receipt of your request for public information, received on _____. It was given reference No. _____. We are aware that you have requested to inspect the records and that this request does not qualify for charges under Texas Government Code, Sections 552.271 and 552.272.

This estimate is provided as a convenience and for informational purposes, so that you are aware of what the charges could be if you want to obtain copies after inspection.

Costs are determined by the Texas Administrative Code §70.3.

Standard paper copy (\$0.10 per page for requests of more than 50 pages)	
Non-standard copy (diskette, CD-RW, VHS, audio cassette, oversize or specialty paper, etc.)	
Labor charge, \$15.00 per hour for request more than 50 pages (actual cost of locating, compiling, manipulating and reproducing public information)	
Programming Fee, \$28.50 per hour	
Overhead, applicable when there is a labor charge (20 % of labor and/or programming)	
Other (Postage, copies modified for inspection, microfiche, etc.)	
Total	

If after reviewing, you choose to receive a grand total of more than 50 copies of paper records or any amount of printouts of electronic records, the labor and overhead charges will be allocated to the number of pages you take.

Payment for the copies you choose will be required before the copies are delivered, whether in person or by mail. If you decide to pick-up the copies, the postage amount does not apply, but payment must be made before you can take the copies with you.

To avoid having your request considered withdrawn, you must reply in writing and within ten (10) business days from the date of this letter that:

- d. You accept the charges and agree to pay them should you want to take copies;
- e. You modify your request.
- f. You have sent a complaint the Office of the Attorney General regarding the charges.

To facilitate a mutually convenient time for inspection, please provide me with possible dates of when you can come to our offices. I will let you know which is best, and in case none of them are, we will make alternative arrangements.

If you have any questions, please call the Public Information Officer at (432) 837-3301.

Prepared by: _____ Date: _____